JOB OPPORTUNITY #1

EMF Accountant III
Controller’s Office
Requisition 40548BR

The Extramural Funds Department (EMF) is responsible for the administration of all external funding received by UCSF, including governmental and private contracts and grants. EMF is responsible for supporting UCSF with the initial account set-up, preparing regular financial reports, analysis, and reconciliation, policy interpretation, collection of expenditures through billing, cash draw down to meet disbursement needs, and contracts and grants close-out. Each sponsor and each contract is potentially unique and may have its own unique rules to which the University must comply.

Under the general supervision of the EMF supervisor, the EMF Accountant III is responsible for managing the more difficult/complex government and private contracts and grants, clinical trials, agency accounts and other complex funds. This includes the preparation and analysis of complex financial reports, reconciliation and analysis of the funds. It also includes the interpretation and implementation of federal, state, local and private sponsor requirements using sound accounting practices to ensure compliance by the University. The candidate will also perform other related duties.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

JOB OPPORTUNITY #2

Analyst II – Award Set-up Analyst, EMF
Controller’s Office
Requisition 40378BR

The EMF Award Set-up Analyst serves as the initial intake point for all new awards being established. The work of this position must be absolutely accurate to assure that all the functions listed above can occur. Errors at this stage can delay application of expenditures to the award by campus departments, cause issues with timely and/or accurate billing to sponsors, and preclude effective financial reporting. In performing these duties, the Analyst must utilize various complex campus-wide systems such as the Account Fund Profile system (a legacy system which is particularly challenging), PeopleSoft General Ledger, WebLinks, Excel and other Microsoft applications. The Analyst must also communicate and coordinate with
other EMF employees, with other sections of the Controller’s Office, with academic
departments, with the Office of Sponsored Research (OSR), with representatives
from the various sponsor agencies, and with other UC campuses and the University
of California Office of the President (UCOP). Frequently, errors will be present in the
award documents received from OSR; it is essential that the Analyst identify and
correct these errors before they impact the other operations.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

JOB OPPORTUNITY #3

Accountant IV- Supervisor
Controller’s Office - CGA
Requisition 40565BR

The Contracts and Grants Accounting Department (CGA) is responsible for the
administration of all external funding received by UCSF, including governmental and
private contracts and grants. CGA is responsible for supporting UCSF with the initial
account set-up, preparing regular financial reports, analysis, and reconciliation, policy
interpretation, collection of expenditures through billing, cash draw down to meet
disbursement needs, and contracts and grants close-out. Each sponsor and each
contract is potentially unique and may have its own unique rules to which the
University must comply.

Under the general supervision of the CGA Director, the CGA Accountant IV-
Supervisor is responsible for managing accountants and accounting assistants that
perform invoicing for the more difficult/complex government and private contracts
and grants, clinical trials, agency accounts and other complex funds. This includes
the preparation and analysis of complex invoices, reconciliation and analysis of the
funds. It also includes the interpretation and implementation of federal, state, local
and private sponsor requirements using sound accounting practices to ensure
compliance by the University. The candidate will also perform other related duties.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

JOB OPPORTUNITY #4

Analyst VI – Account Payable Senior Project Analyst
Controller’s Office
Requisition 40542BR

The Accounts Payable and Travel Unit (AP) is responsible for managing the campus-
wide non-payroll disbursement processes and travel program. AP is charged with
ensuring the accuracy, timeliness and proper accounting for disbursements including
financial reporting and reconciliation, interpretation and application of policy,
regulatory guidelines and requirements. It is also responsible for payments to
vendors, students, employees and research subjects via ACH, EFT, wires, procurement cards and checks.

Under the general direction of the Director of Accounts Payable and Travel, the Senior Project Analyst's responsibility is to develop and implement systems, lead process improvement projects to improve the accuracy, efficiency and effectiveness of the AP unit. The individual will also act as AP subject matter expertise on cross-department collaborations and manage the introduction of new technology to the AP unit. The candidate will be responsible for providing independent analysis, identifying business process re-engineering opportunities and proposing appropriate solutions. The individual will devise methodologies to capture operational metric and establish ongoing reporting structures to measure department effectiveness and progress. The Senior Project Analyst is also responsible for enhancing data accuracy by correcting operational data problems. The candidate will also perform other related duties.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

Use this link to unsubscribe from this mailing list.